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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 19 September 1956

FROM : Chief, Intelligence School

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report #38  
13 September through 19 September 1956

1. SIGNIFICANT ITEMS

Forty-five special guests from IAC agencies attended the Intelligence Products Exhibit on 13 September and showed a high degree of interest. Initial reports from the CIA components extending invitations indicate that the guests were pleased with their visit.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 10 September there were 60 people in Clerical Induction Training and 50 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to Entrance-on-Duty employees for the week of 12 September were as follows: Of 11 people tested in shorthand, 3 qualified; of 22 people tested in typewriting, 13 qualified.

(3) The Non-Clerical Typewriting Class is scheduled to begin on 24 September. As of 17 September, only 4 people were registered to take the course. In the past, when announcements were distributed to all personnel, the quota was always oversubscribed well in advance of the close of registration. This year the course was announced in TLO meetings and in the September issue of the OTR Bulletin. Apparently the announcements in TLO meetings had limited value, and the September issue of the OTR Bulletin was so late as to be of almost no value.

(4) Beginning this week, Clerical Orientation will be held on Tuesday, Wednesday, and Thursday of each week. The program previously given on Thursdays by the Chief, Orientation and Briefing, will now be given on Mondays. This scheduling will make it possible to devote three and a half hours on Wednesday afternoons to various phases of Communism. These lectures will be given by members of the School of International Communism. Mr. [redacted], together with [redacted] have worked out a tentative program which will be given for the first time on 19 September. Mr. [redacted] will be the lecturer on that date.

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b. Reading Improvement

Nothing to report.

c. Management Training

(1) The current presentation of Basic Management, #27, is in its second week and proceeding very smoothly. It is an unusually earnest and attentive group of students, GS-11 through GS-13. At this time the October presentation of Basic Management is more than half filled.

(2) OSI has asked OTR to set a definite date for a second running of the OSI Management Conference. The first session, in which the AD/SI will participate, is scheduled for the week of 15 October. Dates for the second presentation will depend primarily on the availability of accommodations at [redacted] 25X1

d. Intelligence Training 25X1

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(1) OO/C Refresher Course #6 started on 17 September with 13 students representing Headquarters and various Field Offices [redacted] [redacted] The course is being held at 1717 H Street for the first time and will run through Wednesday, 26 September.

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(2) Miss [redacted], TLO for [redacted]/OO, called on 12 September to arrange for a special running of the Writing Workshop for [redacted] STATSPEC [redacted] would like to have the course given twice a week in the afternoon at 1717 H Street and would like to have it start early in October.

STATSPEC

e. Orientation and Briefing

(1) On Monday, 17 September, Mr. [redacted] presented his first 25X1 CIA Introduction program for 69 people. All details were in order and the program went smoothly.

(2) On 12 September C/OB gave a one-hour presentation on CIA organization in the postgraduate course of the Naval Intelligence School.

(3) On 13 September C/OB gave three short briefings on the Agency to the IAC guests attending the Intelligence Products Exhibit.

(4) On 13 September C/OB conducted a two-hour review seminar in the Intelligence Orientation Course.

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[redacted]

f. Instructor Training

Nothing to report.

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g. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

h. Administrative Training

(1) OSI has requested that a Cable Refresher and Headquarters Dispatch course be presented for approximately 70 top secretaries and officers of OSI. The Cable Refresher Course will be given from 0930 to 1230 on 25 and 26 September and 2 and 3 October. The Dispatch Course will be run from 0900 to 1230 on 27 September and 4 October.

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(2) [redacted] for one day to compare basic documents used for instruction in the Operations School with materials used in the Administrative Training program, including the Basic Tradecraft Manual. No discrepancies were found.

(3) Informal checks made with Division and Staff Training Officers indicate that there is no requirement for the October running of Administrative Procedures that cannot be met in the December running. Cancellation in October will permit better preparation for the Operations Support Course to begin on 29 October.

i. Intelligence Orientation

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(1) Introduction to Intelligence ended on Friday, 14 September. Mr. [redacted] was present during the last hour and spoke briefly about the forthcoming Introduction to Communism. This provided a smooth transition to the second phase of Intelligence Orientation.

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(2) On 12 September Mr. [redacted] lectured in the Instructor Training Course on "The Use of Case Histories."

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(3) Miss [redacted] assisted the Chief, Orientation and Briefing, on the afternoon of 17 September. Periodic assistance of this type will apparently be a continuing requirement.

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3. PERSONNEL NOTES

Miss [redacted] left the Agency on Wednesday, 19 September.



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